**Los Angeles County**
**Chief Executive Office**

# *Class Specification:* GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I

**ITEM NUMBER:** _____

**APPROVAL DATE:** _____

**DEFINITION:**
Under close supervision, performs a variety of routine technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products.

**CLASSIFICATION STANDARDS:**
Positions allocable to this technical class perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents utilize standard GIS tools and utilities to enter and correct data in GIS databases, researching a variety of source documents to verify data accuracy and completeness, and to generate standard GIS products including maps. Work assigned involves proficiency in the use of basic to standard GIS software, tools and utilities to carry out assignments ranging from basic to routine and is performed following specific and detailed instructions as to methods, procedures and guidelines. Deviations are referred to the supervisor for further guidance. Work is reviewed in considerable detail for completeness and accuracy and to ensure the accurate application of standard methods, techniques and procedures.

GIS Technicians differ from GIS Analysts in that the work performed by GIS Analysts, requires a professional knowledge of the theory and principles of GIS software and database manipulation and product/output development.

Positions in this class differ from those in the GIS Technician II class in that incumbents in the latter class are responsible for independently performing complex GIS data entry and maintenance duties and for conducting quality control checks on the work performed by GIS Technician Is. Incumbents in the latter class may provide lead work guidance, direction and training to other GIS technical staff.

*EXAMPLES OF DUTIES:*
ESSENTIAL DUTIES:

Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes.

Reviews and makes routine interpretations of data sources and uses basic GIS software

functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.

Researches standard source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data.

Following established and detailed procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements; researches and responds to customer requests for information.

Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data.

Ensures the accuracy and completeness of data and adherence with established procedures, prior to submitting own work.

Operates GIS-specific hardware including large format plotters and scanners.

May convert spatial data from one coordinate system to another; may convert maps into standard non-GIS formats such as pdf.

May collect field data using a GPS or other equipment as needed.


*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**

**Option 1**

An Associate's degree in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems. And six months of technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Successful completion of a recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required Associate's degree.

**Option 2**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent

coursework in geographic information systems.

**Option 3**

Three years of technical experience primarily engaged in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, in the service of the County of Los Angeles.

**LICENSE:**
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**
2 - Light.

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting.  Considerable walking may be involved.